



VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT

Local Emergency Management Performance Grant (LEMPG)

Work Elements

Please sign back page and submit with your grant application

To be eligible to receive funds from this program, locality must meet NIMS compliance requirements as established by the federal government and document NIMS compliance via LCAR.

Planning

1. **Local Emergency Operations Plan (EOP):** Locality must have a current Emergency Operations Plan. A current plan is defined by §44-146.19 (E) of the Code of Virginia as undergoing a comprehensive review and revision, and being adopted by the locality's governing body every four years. Grant awards will not be made to localities that do not have a current EOP as of August 1, 2017.
2. **College and University Coordination:** Each locality that has within its borders a public college or university, including community colleges, is required to coordinate planning with the institution, which includes collaboration with the designated emergency management point of contact. Each locality that has within its borders a private college or university is encouraged to coordinate planning with the institution.

Training and Exercises

1. **Required FEMA Training:**
 - Current Coordinators and Deputy Coordinators and any EMPG Program funded personnel must have completed IS-100.b, IS-200.b, IS-700.a and IS-800.b by June 30th. Proof of completion must be submitted.

- Coordinators and Deputy Coordinators new to their positions after October 1st will complete at least the following courses and submit proof of completion:
 - Fundamentals of Emergency Management (FEMA IS-230.d)
 - Emergency Planning (FEMA IS-235.c)
 - IS-100.b, IS-200.b, IS-700.a, IS-800.b
2. **Exercise Workshop:** Localities will attend the annual Regional Improvement Planning Workshop sponsored by VDEM.
- **Exercise Participation:** All EMPG Program funded localities shall participate in at least one exercise during the program year.
 - *Localities actively engaged in the regional exercise program for the current year either as hosts or participants will be deemed to have met this local exercise program requirement.*
 - *Emergency Planning Zone localities actively engaged in the VOPEX exercises as jurisdictional participants for the current year will be deemed to have met this local exercise program requirement.*
 - *Localities actively engaged in an exercise outside the VDEM regional exercise program or the Emergency Planning Zone should include documentation of their participation in the LCAR report.*
3. **Local Exercise Program:** All localities are to submit to their Chief Regional Coordinator by June 30th a multi-year exercise program in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) principles. HSEEP information and a multi-year plan template can be found at <https://www.llis.dhs.gov/hseep>
- Exercises are to use components of the local EOP as the basis for development, and exercises planned in a three year period are to be progressively more complex and challenging.
 - Funded localities are to prepare a post-exercise After Action Review (AAR) that documents performance in terms of areas of strength and areas requiring improvement. In addition, an Improvement Plan matrix must be completed and used to update plans and procedures.

Crisis Management System

- **Trained Personnel:** Locality shall maintain personnel who are trained in, and have account access to, the state's online crisis management system (WebEOC).

Capability Reporting

- **Submit Updated Local Capability Assessment for Readiness (LCAR).** §44-146.19 (F) of the Code of Virginia requires all political subdivisions to provide an annually updated emergency management assessment to the State Coordinator of Emergency Management on or before July 1st of each year. Locality will submit an updated LCAR no later than June 30th.

Program Updates

- **VDEM Fall Forum/ VEMS:** The Local Emergency Management Coordinator and/or principal Deputy Emergency Management Coordinator are required to attend at least one VDEM Fall Forum and/ or the Virginia Emergency Management Symposium (VEMS).

We agree to complete all Work Elements by June 30th and submit the required

Final Progress Report by July 15th for _____ : Locality/ Town

Coordinator of Emergency Management

Date

Chief Administrative Officer

Date

VDEM Chief Regional Coordinator

Date